

**N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N**

**GOVERNANCE & OPERATIONS**

**FILE CODE: GO/8263**

**GOVERNANCE PROCEDURES  
MINUTES OF EXECUTIVE COMMITTEE MEETINGS**

Minutes of Executive Committee Meetings

The minutes of each regular and special meeting of the Executive Committee shall be recorded, approved and maintained as permanent records. Prior to each meeting of the Board of Directors, the transcribed minutes of the previous meeting of the Executive Committee shall be sent to all Board of Directors Members and Alternates and copies shall be made available to interested members of the public at the meeting.

Minutes of closed meetings of the Executive Committee shall be recorded, approved and maintained as permanent records, but shall remain confidential until such time as their release will not defeat or compromise the purpose of the closed meeting. That such a meeting will be or was held will be recorded in the minutes of the preceding or subsequent regular meeting.

Authority: BD 1/91